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Approved For Release 2003/08/26 : CIA-RDP80-01826R000100130008-3

ANNUAL REPORT OF ACCOMPLISHMENTS
AND OBJECTIVES FOR THE PLACEMENT BRANCH

Accomplishments

25X1 The major accomplishment of the Branch for the year was
25X1 the successful placement of [] professionals, GS-7 and above.
The above figure includes [] JOT's. These figures do not include
a substantial number of additional placements in junior professional
categories employed at GS-5 and GS-6 levels.

25X9A2

25X9A2

[] This volume of placements necessitated the dispatching of
[] routine letters; [] letters requiring individual preparation;
194 letters to answer congressional interest; and 18 letters of high
level interest.

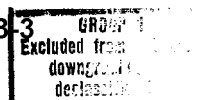
There is no indication that the volume for our activities will
diminish in the coming fiscal year. As a matter of fact, certain
proposed changes in the operating procedures of the Placement Branch,
if effected, will result in an increase in our correspondence volume.
Increased ceiling authorizations for selected Agency components will
undoubtedly result in a greater volume of placements above and
beyond our accomplishments this past year. Specifically, NPIC has
been authorized a sizeable increase in their T/O. This will naturally
result in an increase in our activities to fill these new positions. We
have been led to believe that the Office of Communications and the
DD/R will have to augment their staffs above their present authoriza-
tions. We expect to increase our activities in behalf of DD/P in
specialized categories.

One major accomplishment of the Branch this fiscal year has
been the successful reassignment of 33 people declared surplus by
DD/P. These people were reassigned to staff requirements in other
Agency components.

The Branch has continued to concentrate their efforts on the
"hard-to-get" category of personnel, i. e. JOT's, Economists,
Scientists, Engineers, Linguists, Editors, Propaganda Analysts,
Commo Techs, Medical Officers, Nurses, Medical Technicians, and
Contractuals for the special projects.

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The Branch has been busily engaged in the reassignment of a great number of people--which is the process of getting the "round" peg in the "round" hole. Additionally, we have been successful in the reassignment of especially "difficult" cases.

While the exact number of cases is unknown, the Branch has processed many "Marriage to Alien" cases and has continued to process "Alien Sponsorship" cases as required.

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Outlook for Fiscal Year 1963

The proposed increasingly large requirements for Fiscal 1963 forebode an accompanying increase in placement activities. Some major changes in operating procedures are a must. Additional personnel are required if we are to meet the demands placed upon us. We plan to relocate spacewise so that our placement activities can be more effectively accomplished.

We have been charged with the responsibility of reviewing fitness reports. To effectively do this, we propose to work even closer with the operating officials. This responsibility will require us to develop a real professional relationship with those people whose work performances are so poor as to result in unsatisfactory ratings. We plan to forestall many separations for "cause" by interjecting ourselves in an advisory and counseling capacity long before unsatisfactory fitness reports are rendered.

25X1A9A

The Report revealed areas of weakness which will be strengthened as manpower and space are made available.

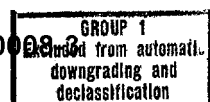
Fiscal 1963 will find the Placement Branch engaged in purging the Applicant Files of record. We propose to purge all applicant files which we have held three (3) years or more. This will enable us to salvage valuable storage space for which there is critical need.

Subsequently, after the above purge, the Placement Branch plans to review and code all the remaining applicant files. We think this group will represent a source of applicants for our continuing vacancies. We hope this project will enable us to get a better "take" from the fine and energetic efforts of the Recruitment Branch.

We propose in Fiscal 1963 to cut the processing time it takes from initial contact to selection of applicants. By working closely with the operating units, pressing for early and timely decisions on each and every case, which appears on the surface to be receiving either too much review or no review at all, we hope to reduce the processing time lag substantially.

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We propose to accomplish the above objectives by reorganizing into Placement Teams comprised of two (2) Placement Officers, a Placement Back-stop Clerk, and an Appointment Clerk. Each team will be assigned their load, yet to be determined, on some realistic delineation, i. e. functional, geographical, organizational, or skill category factor.

If there be any intent that the Placement Branch must and will become the "public" image of the Agency's personnel program, we must accomplish all stated before and more, too.